



**CHAIRPERSON**

**VICE-CHAIRPERSON**

Jeanne Zarnoch

**MEMBERS**

Jae Chon  
Loretta Howard  
Vivian lawyer

**EXECUTIVE SECRETARY**

Wanda Hutchinson,  
Administrator

**PERSONNEL BOARD**

3430 Court House Drive  
Ellicott City, MD 21043  
(410) 313-2033, Fax (410) 313-3470

Monday, May 16, 2016

Personnel Board Quarterly minutes

**Present:**

Jeanne Zarnoch  
Jae Chon  
Susan Mascaro  
Stacey Simmons  
Faith Adelman  
Wanda Hutchinson  
Stacey Simmons  
Chris Fay (recording secretary)

**Absent:**

Loretta Howard  
Vivian Lawyer

From the meeting of April 11, 2016:

- I. Meeting was called to order at 6:08 p.m.
- II. The agenda was approved unanimously.
- III. Minutes from the last meeting were reviewed and approved "as is".
- IV. HR Administrator Wanda Hutchinson welcomed and introduced new personnel Board member Susan Mascaro.
- V. Classification changes: Changes to Motor Equipment Mechanic II job description explained. Voted upon and approved by Personnel Board. Classifications and Pay Plans changes (Minimum Education and Minimum Experience) for Department of Fire & Rescue Services that were presented to Personnel Board in January approved by County Council. Department of Citizen Services will not inherit Housing. Effective July 1, 2016, Commission will break off to be itself and Department of Housing will be formed. Change to Classification Plan for Desk Audits: now treated like a promotion with a twostep increase whereas previously, employee would go up to step closest to their current hourly rate.
- VI. Meeting closed at 6:22 p.m.